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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 29 July 1957

FROM : Chairman, Language Development Committee

SUBJECT: June Report of the Committee on Language Development

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1. The Committee on Language Development met on 17 June. The agenda included:

a. Language Development Policy

Document No.

NO CHARGE in Class. 

b. Results of Submittals of Form 444c  DECLASSIFIED

Class. CANCELLED TO: TS

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c. Status of Proficiency Tests

DDI Memo, 4 Apr 77

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d. DD/P Reaction to the Erwin Report

Auth: DDA REG. 77/1733 Date: 10/3/78 By:

e. Status of Off-duty Language Training Courses

2. Summary of Conclusions Reached at the Meeting, and Record of Related Action During the Month of June

a. Policy Decisions - The following policy decisions were made:

(1) If the Office of Training is unable to provide off-duty hours instruction within the Agency in any language on the awardable list, it is not obligated to provide for the costs of such training at external facilities, unless the training involved is required by the applicant in connection with his current assignment.

(2) A person who undertakes the study of an awardable language at his own expense is considered eligible for award provided he qualifies under the provisions of [ ] and related issuances.

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(3) The Committee on Language Development will recommend action on eligibility for award to the Director of Training in each case where a person, at his own expense, undertakes the study of a language not on the currently awardable list.

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b. Results of Submittals of Form 44c

(I) The Committee reviewed the Analysis of Language Data Records (as of 31 May) and from the roster of 56 languages other than those in Groups I, II and III on the awardable list, ruled out 12 as those for which the Agency will not have a future need. These are:

Esperanto  
Faroese  
Frision  
Gaelic-Irish  
Gaelic-Scotch  
Interlingua  
Latin  
Provencal  
Romontsch-Rhaeto-Romance  
Vespian  
Welsh  
Wendish-Sorbian

The remaining 44 were grouped in accordance with their relative difficulty:

Group I

Afrikaans  
Catalan  
Flemish  
Papiamento

Group II

Armenian	Chindau
Azerbaijani	Chuvash
Bashkir	Estonian
Bengali	Georgian
Bicolano-Phillipines	Hebrew
Cherremiss	Ilocano

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Group II (cont'd)

Judeo-Spanish-Ladino	Slovenian
Kachin	Syriac
Karelian	Tadjik
Kazakh	Tagalog
Kirghis	Tartar
Komi-Zyryan	Tibetan
Kurdish	Turkeman
Lettish-Latvian	Uigur
Lithuanian	Ukrainian
Macedonian	Uzbek
Mongolian	Visayan-Bisayan
Mordvine	Votyak
Pangasinan-Phillipines	White Russian-Belorussian
Slovak	Yiddish

c. Status of Proficiency Tests

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[redacted] attended a meeting of the sub-committee of the Inter-departmental Committee of Directors of Language Training on 19 June at which time the format for proficiency tests was discussed. Ideas of the members were in such accord and the proposals of the other members as to the format were so close to those he had submitted, [redacted] has begun to brief instructors in the preparation of tests. Seven tests are in process: Russian, Swedish, Polish, Persian, Turkish, Dutch and Greek.

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FSI has accepted responsibility for French, Spanish and German. Although USIA is not in a position to compose any tests, that Agency has many qualified native speakers of numerous languages whose services we may enlist for short periods of time, if required, to assist us in our oral testing.

The next meeting of this sub-committee has been scheduled for the first week in July. The members will reach definite conclusions on the format and on final commitments for preparation of required proficiency tests. [redacted] will then determine the tests that can be developed by Agency personnel and those which are to be developed by outside contractors.

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d. DD/P Reaction to the Erwin Report

Area Divisions agreed with the general recommendations in the report. It has been forwarded to the field with a memorandum in which comments have been requested. The administrative problem in putting the recommendations of the Erwin Report into effect is one of finding T/O slots for the two positions required to staff the field training facility. As things now stand, the two slots must be found within the present ceiling of EE Division's field strength.

General reactions to this report within the DD/S will be presented by the DD/S member at the July meeting.

Language Study in Foreign Countries

In a meeting arranged by the SSA-DD/S between representatives of OTR and the Chiefs of Administration of the Area Divisions of DD/P, - except SR Division - held on 13 June, it was agreed that the Area Divisions in DD/P would be able to provide administrative support to Agency personnel selected by OTR for intensive full-time language study in foreign countries. It was further agreed that, as the individual cases were processed to OTR by the heads of components, OTR and the Chief of Administration of the Division concerned would collaborate in developing the training and administrative program for each candidate. Each program will be subject to review by Central Cover Division and final approval by the Director of Training and the SSA-DD/S before being put into effect.

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e. Status of Off-duty Language Training Courses

(1) 8 off-duty language training courses were begun during June with a total of 55 students:

1 German (101)	10 June	8 students	Before hours
1 Italian (101)	24 June	8 students	After hours
1 Spanish (101)	24 June	5 students	After hours
3 French (101)	24 June	19 students	After hours
1 Spanish (102)	24 June	8 students	After hours
1 French (102)	24 June	7 students	After hours

(2) 11 off-duty courses continued with a total enrollment of 78:

2 French (101)	27 May	16 students	After hours
4 German (101)	20 May	31 students	After hours (2) Before hours (2)
2 Spanish (101)	27 May	15 students	After hours
1 Persian (101)	1 April	4 students	After hours
1 Persian (Elem Reading)	9 March	3 students	After hours
1 Russian (102)	1 April	9 students	After hours (Short course)

(3) 7 off-duty language courses, with 39 students enrolled, have been scheduled to begin in July:

1 Chinese (101)	8 July	9 students	After hours
1 Russian (101)	22 July	6 students	After hours
1 Russian (101)	29 July	6 students	After hours
1 Russian (103)	29 July	5 students	After hours
1 Russian (201)	29 July	5 students	Before hours
1 Polish (101)	29 July	3 students	After hours
1 Persian (102)	29 July	5 students	After hours

(4) SUMMARY26 Courses9 Languages172 Students**CONFIDENTIAL**

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(5) The Registrar/TR submitted a list of unfulfilled language requests (as of 18 June) comprising a total of 55 requests by 52 persons for off-duty hours training in 16 languages. Chief, LAS, has made arrangements to accommodate 39 of these, leaving the following 16 requests unsatisfied:

Albanian	1
Arabic	2
Greek	1
Hebrew	1
Hungarian	1
Japanese (before hours)	1
Japanese (after hours)	3
Norwegian	2
Portuguese	2
Serbo-Croatian	1
Thai	1

(6) The Chairman of the Committee on Language Development arranged for a machine-run of Agency personnel who have claimed comprehensive proficiency at the high level in Groups I, II and III of awardable languages. Persons whose names appear on this list will be contacted and if interested in serving as instructors in the off-hours program, will be interviewed by LAS to determine their acceptability. A roster of these qualified instructors will be compiled and can be used in future planning of off-duty language courses.

f. Form for Certification of Awards

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 [redacted] of the Comptroller's Office requested some redesigning of the form to meet data requirements of his office. This draft was rechecked and approved by the Registrar/TR, returned to [redacted] of the Management Staff who forwarded it to PSD/OL for reproduction in triplicate.

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Synopsis

Hold

Personnel requirements for the total Language Development Program as envisioned would be not less than 134 as indicated below. Assumes maximum reasonable (a) teaching loads of staff, (b) enrollment in classes, and (c) use of laboratory facilities. As these conditions may vary, requirements would increase.

	Admin Linguists	Admin (Processing Professionals)	Instructors & Research Linguists	Clerks	Technicians
Evening School	2		32	8 <sup>5</sup>	10 <sup>5</sup>
Day School	1		47 <sup>1</sup>	13 <sup>2</sup>	
"Hundred Slots Program (O/S)"	1	4 <sup>3</sup>		53	
Testing			7 <sup>4</sup>	4 <sup>4</sup>	
Total					
First 3 years	4	4	86	30	10
Total After 3 years	4	4	83	29	10

Notes:

1. These are total requirements including about 20 instructors now employed. This requirement may be met by staff and contract employees, and (for evening school) Agency employees serving overtime--or a combination.
2. One for administration and 12 to support instructors in day and evening school programs.
3. Professionals and 4 clericals for [redacted] 25X1
4. After 3 years these may be reduced by 3 linguists and 1 clerk.
5. These might be reduced by 2 clerks and 4 technicians if laboratory expansion is in one locality.

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~~CONFIDENTIAL~~Explanation

An evening program for 1,000 persons enrolled in five-hour-a-week classes would require (a) two professionals and three clericals for administration, and (b) the equivalent of approximately thirty-two full-time instructors. Of these, one-sixth should be scientific linguists. (This assumes that each class is filled to normal capacity and that instructors carry about a normal load for an OTR instructor, which is about 200% of a university instructor.)

A directed program for 547 persons (100 full-time, and 447 in our new, standard part-time course meeting two hours a day) would require (a) one additional professional and one clerical for administration, (b) the equivalent of 19 instructors for full-time (at  $1\frac{1}{2}$  persons for each of 13 groups) and 28 instructors for part-time (at  $\frac{1}{2}$  person for each of 56 groups)--a total of 47. (Same assumptions) Of these, at least one-third should be scientific linguists, and (c) 12 clerk-typists. (Assuming that the evening program would use existing instructional materials and that clerical support for instructors and the development of materials would be required only for directed training.

Total conduct of the so-called "Hundred Slots Program" (Language Specialists Program), not including any responsibility for language training, would require about ten persons--one linguist-administrator and secretary to perform all involved in selecting candidates, and four professionals and four clerks for the processing section.

Testing program (excluding responsibility for development of tests, but including direction for development) would require (a) permanently, four professional and three clericals, and (b) for first three years, additionally, three professionals and one clerk.

Additional personnel required to operate the 200 laboratory positions, and to meet the augmented demands for recording, required for 1,000 voluntary language students each using the lab for seven hours a week on an extended schedule totaling fifteen hours a day would vary from 6 to 10 technicians (depending on whether additional lab positions are in one or several locations), and 3 to 5 clericals.

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